APPLICATION FOR DRIVEWAY CUTS AND OPENINGS





INSTRUCTIONS:

In order to obtain permission for a driveway cut or opening you must <u>first</u> get approval from the Department of Inspectional Services on the zoning requirements for off-street parking, including the cooperation of your immediate abuttors.

To receive a review from Inspectional Services you must fill out Part I of the application. Be sure to draw your plot plan on Drawing 1, choosing the lot that represents your lot,s position, i.e. corner or interior. You must also include a sketch of the proposed driveway, including dimensions, on Drawing 2. You may then calculate the cost of the driveway by using the formula based on your chose of surfaces. You must also include signed forms from abutters on the sides and rear of the property and from all property owners located across the street(s) from the property.

Once you have gathered this information on the application, it should be submitted to:

Zoning Officer Inspectional Services 831 Massachusetts Avenue Cambridge, MA 02139

If the application is approved by Inspectional Services, it will then be sent on to Traffic and Parking, the Historical Commission and the Department of Public Works. If approved by Public Works, the application and backup will be sent to the City Council for their approval. Once the City Council approves, the driveway curb cut can be installed. However, the full cost of the cut <u>must</u> be paid to Public Works <u>before</u> the work will start.

If, however, Inspectional Services denies your application you may then appeal to the Zoning Board of Appeals.

		DATE:	/ /
PART I:		en de la companya de La companya de la co	
Address of proposed curb cut or off-street parking facility:			
Frontage:	Block and Lot:		
Setback (distance from building to sidewalk):			## ### ### ### ### ### ### ### ### ###
Distance from proposed driveway to surrounding structures	and property line:		
Dimensions of proposed driveway:			
Location of any trees, sign posts, fire hydrants, utility poles,	etc., in direct vicinity	y of proposed driveway:	
			s
Plot plan is included	- An		
Sketch of driveway with cost estimate is included			
All abuttor's forms are included		v V	i de la companya de La companya de la co

DRAWING 1:

PLEASE INDICATE LOCATION OF HOUSE AND DRIVEWAY. BE SURE TO GIVE DIMENSIONS OF LOT.

ા દિલ્લો સામયો હોય કેટલો હા કહી છે. પૈકાનમાં માટે પૈકારો ભાવતી પ્રાપ્ય કરતા દુખાલ માટે અમેરિકાર્ય કરતા છે.

The Cook North	a i sergan daga dan d	
		st with the me with a safe of the manifest of the safe in the
	Spirit State	
Same of Art &	The got the Landy in	💆 (in the grand grand free drowers to be a superior of the
ing. Kenglig ya kan manalisi d	en is son digen in the light of	Barry in the second continue of the proposition of the first of the second
e in with content to the	ativitate and taking a	Destribution of the contract o
di rija di propri vali	ice from Jon Joseph orth	🐔 inspirite and exist term hospitalistic one love by
		R where the property of the property of the second
e service of the party of the p	and possible with	yan sansangan salik na manasa n mengan digintah berbesa <mark>t</mark> egah di jada be
	5 25 1834	Carrier Contract Cont
	The State of States	
	的复数自己债券 经自由的经济	
•	TO SELECT THE OWN	pare la
MORROW MANNEY	en light eilean earlighead f	in a sur la company de la c
		्रा प्रकार पुर्व अवस्थान हो। असे साम असे ने से के असे समान्य करें हैं। इस समान्य के असे अवस्थान कर के असे साम असे ने से के स्थान कर समान्य कर कर कर की समान्य कर की समान्य की समान्य क
		🗸 de vete slavo que alca este color el este por el inserta guardos.
	and the second second second second second	The second of the following the second of th
		5
อาจ 💥 ไม่มีเป็นเพีย คลัก ครั้ง	La Maria Maria Niviralia	🎒 endre til bereit er er ockeren et ek bilden och er til reviser i
nek jarijak pere	्राम् प्रदेश संभित्ते ५ <u>१</u> कि हे	E while the recent electricity is because and review.
ero is (_L EE), ko essa es La la	्यां भूषाया राष्ट्रीत रहेती है। जन्म	Enclose de la comencia del la comencia de la comencia del la comencia de la comencia del
ered Libra de glaves Libraria	LENGTH THE RESERVE	Enclose de la comencia del comencia de la comencia del comencia de la comencia del la comencia de la comencia del la comencia de la comencia
	14,144,154,164,124,164,164,164,164,164,164,164,164,164,16	# with the case of
		### made of the case extensions in the factor of the second state
		** The state of th
		A walls with a consequence of the following services.
		\frac{1}{2}
		Harmon and the control of the contro
		\frac{1}{2}
		\frac{1}{2}
		\frac{1}{2}

SKETCH OF PROPOSED DRIVEWAY WITH COST ESTIMATE

CITY OF CAMBRIDGE

B	SIDEWALK	PROPERTY LIN
STREE	Γ	
$A = \underline{\qquad} FT. \div 3 = \underline{\qquad} YARDS$	and the second s	
$B = \underline{\hspace{1cm}} FT. \div 3 = \underline{\hspace{1cm}} YARDS$	Marine de la companya del companya del companya de la companya de	to an experience of the second
$A \times B = $ SQUARE YARDS	e nem se njerkny 100 septek. Po njeko	er i den den er er de sektere Bereit er er er er er er er er
G00m 70m 1		
COST ESTIMATE:		en e
BRICK:SQUARE YARDS × \$70/SQUARE YARD = \$	}	in the second of
BRICK ON CONCRETE:SQUARE YARDS × \$85/SQ	UARE YARD = \$	
CONCRETE:SQUARE YARDS × \$40/SQUARE YARI ASPHALT:SQUARE FEET × 1 TON/40 SQUARE FEI	and the second s	
		e Marie de La Companya de La Company
DEPARTMENT OF PUBLIC WORKS SCHEDULED DATE FOR	CONSTRUCTION	
DEPARTMENT OF PUBLIC WORKS STATED FEE: \$		
The undersigned agrees to pay the stated fee for the driveway install ate of construction before the Department of Public Works shall p	ation in full within two (2) weeks	s of the estimated starting
Owner's signature:		Date:
Address:		Date
unds Received: \$		

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS

CITY OF CAMBRIDGE

	Application approved	Application denied		
÷ .	Reason:			
Signature	:		Date:	
Γitie:				
ART III:	TRAFFIC AND PARKING	G DEPARTMENT		
	Application approved	Application denied		
	Reason:			
Signature				
Jigiiatuic	•		Daté:	1.
Γitle:			Date: A S. S. Date: A S.	
Γitle:	HISTORICAL COMMISSI			
Γitle:	HISTORICAL COMMISSI	ION		
Fitle: ART IV:	HISTORICAL COMMISSI Application approved Reason:	ION		
ART IV:	HISTORICAL COMMISSI Application approved Reason:	ION		
ART IV:	HISTORICAL COMMISSI Application approved Reason:	ION		
ART IV:	HISTORICAL COMMISSI Application approved Reason:	ON Application denied		
ART IV:	HISTORICAL COMMISSI Application approved Reason:	ON Application denied		
Title: ART IV: Signature Title:	HISTORICAL COMMISSI Application approved Reason:	MENT		

City of Cambridge

PROCEDURE WITH RESPECT TO DRIVEWAY CUTS, OPENINGS AND OFF-STREET PARKING SPACES OR FACILITIES

- 1. An applicant may obtain an Application for Driveway Cuts and Openings at the Department of Public Works or Inspectional Services Department.
- 2. In addition to the application itself, (and the sketch required on the application form), the applicant must include a plot plan to scale which illustrates the driveway cut and the layout of the proposed on grade, off-street parking space, spaces or facility.
- 3. The applicant must also include signed forms from abutters on the sides and rear of the property and from all property owners located across the street(s) from the property. If the applicant is unable to obtain these signatures, he/she must include a statement with the application that an attempt was made to secure the required signatures and that it was not possible to obtain them and indicate the reasons why it was not possible to obtain the signatures.
- 4. The applicant shall submit the application, together with the plot plan and the abutter's forms, shall be first submitted to the Inspectional Services Department, located at 831 Massachusetts Avenue. The Inspectional Services Department will (1)immediately send a copy of the application to the City Clerk's Office to start the neighborhood association notification process, and (2)review the application for completeness of application, inclusion of abutter's forms and compliance with the City of Cambridge Zoning Ordinance.

Curb cut requirements are detailed in Section 6.40 of the Zoning Ordinance. Following are some of the more significant requirements that must be met to comply with zoning:

- a. A curb cut cannot be located closer that twenty five (25) feet to a street intersection or within fifteen (15) feet of a crosswalk.
- b. The driveway must be at least ten (10) feet wide.
- c. For lots having less than 100 feet of frontage, a maximum of only one curb cut is allowed.
- d. The required size of the parking space is 8 1/2 feet by 18 feet. The parking space cannot be located within the front yard setback.

If the Inspectional Services Department makes a determination that the curb cut is <u>not</u> in compliance with the Zoning Ordinance, the applicant has the following options: discontinuing the application process; modifying the application to bring it into compliance with the Zoning Ordinance; appealing the Inspectional Services determination to the Board of Zoning Appeals (BZA); or requesting from the BZA a variance from the Zoning Ordinance. If the applicant is not successful with the appeal or variance request before the BZA, recourse is through the courts.

5. The City Clerk will notify neighborhood associations in the area of the petitioner and will send a copy of this notification to the applicant. Notification will include a copy of the plot plan or drawing submitted with the

REVISED 2/15/00

application and will request that the neighborhood association inform the City Clerk whether it approves or disapproves of the application. <u>Petitioners are urged to contact their neighborhood association early to avoid delay.</u>

- 6. If the Inspectional Service Department (or the Board of Zoning Appeal) approves the application, Inspectional Services will then send it to the Department of Traffic, Parking and Transportation. If Traffic and Parking refuses to approve the application, it will so inform the applicant.
- 7. If the application is approved by Traffic and Parking, that department will then send the application to the Historical Commission. If the Commission approves, the Commission will send the application to the Department of Public Works. If the Commission disapproves the application, the applicant may appeal under statutes and ordinances governing the administration of historically designated properties, information about which may be obtained from the Commission.
- 8. If the Department of Public Works (DPW) approves the application, DPW will send the application to the City Clerk's Office. If DPW disapproves the application, it will notify the applicant.
- 9. When the City Clerk receives a response from the neighborhood association(s), or, if no response is received, then no sooner than 21 days after the initial notification of the neighborhood associations (see no. 5 above) the Clerk will place the application on the next City Council agenda. If the City Council approves the application, the City Clerk will notify the applicant and will send the application back to the Department of Public Works. The cost of the driveway construction will be calculated and the driveway will be put on the schedule and a date assigned for construction. The applicant must pay in full for the construction cost, based on the cost indicated, within two weeks before the estimated start of construction. No construction will begin unless the full cost of the driveway has been paid for in advance.

In certain cases, the Department may arrange with the applicant to have the driveway done by a private contractor; however, the contractor will have to post a bond, obtain a permit from the DPW and have his work inspected as to city standards before the bond is released. In this case the contractor will have a direct relationship with the applicant and the city will not intervene unless the contractor does not meet city requirements for driveway construction.

10. APPLICANTS ARE CAUTIONED AGAINST EXPENDING ANY MONEY ON MODIFICATIONS TO THEIR PROPERTY IN ANTICIPATION OF THEIR APPLICATION BEING APPROVED BY THE COUNCIL.

If a curb cut is required in connection with a project for which a building permit from the Inspectional Service Department is required, the building permit will not be issued until approval for the curb cut is first obtained from the Council. In extraordinary cases, an incremental (foundation, site work, etc) building permit may be issued if the following conditions, as a minimum, are met; the application has been initiated with the Inspectional Services Department, approvals from abutters have been obtained, a hardship is demonstrated, and the applicant states that he/she is proceeding at his/her own risk.

CITY OF CAMBRIDGE

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS ABUTTOR'S FORM

To Whom It May Concern:			
As owner or agent of			,
		approval	
Cambridge, Massachusetts, I do hereby declare		disapproval	en e
of the installment of:			
Off-Street Parking Facility located at			
	· 		
Signed:		· · · · · · · · · · · · · · · · · · ·	_ Date:
Address:			
To Whom It May Concern:			
As owner or agent of		-	,
		approval	
Cambridge, Massachusetts, I do hereby declare		disapproval	
of the installment of:			
Off-Street Parking Facility located at			
Signed:	·		_ Date:
Address:			
To Whom It May Concern:			
As owner or agent of			,
		approval	,
Cambridge, Massachusetts, I do hereby declare		disapproval	
of the installment of:		**	
Off-Street Parking Facility located at			
	,		
Signed:			_ Date:
Address:			

CITY OF CAMBRIDGE

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS ABUTTOR'S FORM

To Whom It May Concern:	
As owner or agent of	
	approval
Cambridge, Massachusetts, I do hereby declare	disapproval
of the installment of:	and the second of the second o
Off-Street Parking Facility located at	
Signed:	Date:
Address:	